Department of Health & Human Services
Administration for Children and Families

Program Office:	Administration on Children, Youth and Families, Children's Bureau
Funding Opportunity Title:	National Quality Improvement Center on Non-Resident Fathers
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2006-ACF-ACYF-CO-0142
CFDA Number:	93.652
Due Date for Applications:	07/26/2006

Executive Summary:

The purpose of this funding announcement is to award a cooperative agreement for the creation of a National Quality Improvement Center (QIC) focused on identifying effective practices that improve child welfare outcomes by involving non-resident fathers in their children's cases. The QIC will assess needs and resources, then plan and implement research and demonstration activities to develop knowledge about improving child welfare outcomes by involving non-resident fathers.

The QIC will be awarded funds for a planning phase and an implementation phase. During the planning phase, the QIC will engage in a collaborative process to review the literature, clarify the focus, and refine the implementation plan for the remainder of its knowledge-building activities. During the implementation phase, the QIC will sponsor (through sub-grants), monitor, and be responsible for a cross-site evaluation of research or demonstration projects at multiple sites. These sub-grantee projects will test a variety of models or hypotheses related to improving child welfare outcomes by increasing involvement of non-resident fathers. The QIC will also provide technical assistance to its sub-grantees funded under this initiative.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Adoption Opportunities Program, Section II of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5111-5115).

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Background

Our nation's child welfare systems are faced with the challenge of producing positive outcomes for the children and families they serve. Over the past several years, many States have embarked on system improvement efforts in response to changes in Federal laws, shrinking State budgets, and/or emerging trends and innovations in the field of child welfare. System improvements have been further spurred by the Children's Bureau's approach to monitoring the performance of State child welfare systems by assessing outcomes. These reviews seek to determine what is actually happening to children and families as they are engaged in State child welfare services and to assist States to enhance their capacity to help children and families achieve positive outcomes.

In October 2004, the Administration for Children and Families (ACF)/Children's Bureau released its report on findings from the initial Child and Family Services Reviews (CFSRs). This report includes data

from all 50 States, the District of Columbia, and Puerto Rico regarding States' conformity with Federal standards for child welfare. General findings from the Federal Child and Family Services Review may be found at
http://www.acf.hhs.gov/programs/cb/cwmonitoring/index.htm#cfsr.

The report discusses common challenges that States face in providing for the safety, permanency and well-being of children. One common challenge is conducting risk and safety assessments that are sufficiently comprehensive to detect underlying family problems that might contribute to child maltreatment. Other common challenges are providing sufficient services to children and parents when children remain in their own homes, monitoring participation in services, and continually assessing whether the family situation has altered enough to reduce risk of harm to the child. Many States also face the challenge of having a sufficient number and type of placement options to ensure that a child's out-of-home placement is based on appropriateness rather than availability. Another challenge States face is incorporating fathers into the planning of their children's child welfare cases. All of the States fail to sufficiently involve fathers in such case planning.

Non-Resident Fathers and the Child Welfare System

Some child welfare organizations are involving non-resident fathers in order to supply additional resources and to improve outcomes for children in the child welfare system. An involved father provides benefits to his children in many areas, including healthy child development, gender identity, responsible sexuality, emotional and social commitments, financial security, school success, healthy self-esteem, mental health, avoidance of drug use, and child resiliency.

This QIC initiative targets non-resident fathers and paternal family members, seeking to involve them in their children's child welfare cases, specifically those cases where the children have been removed from the home or are receiving in-home services. The projects and activities assisted under these awards must be available to non-resident mothers who are able to benefit from the activities on the same basis as non-resident fathers.

Currently, non-resident fathers have very little involvement with their children's child welfare cases. Few of the children in the child welfare system see their non-resident fathers on a regular basis, and many of them never have any contact at all with their fathers. As children who are/have been involved with the child welfare system grow up, their non-resident fathers tend to become less involved, even if they were very engaged in their children's first years. Even when the agencies could work with both parents, child welfare workers are far more likely to work with mothers than with fathers. They are far less likely to offer services to fathers than to mothers, and fathers are less likely to comply with services if they are offered.

A recently completed study, *What About the Dads? Child Welfare Agencies' Efforts to Identify, Locate, and Involve Nonresident Fathers,* interviewed 53 child welfare administrators and 1,222 caseworkers. Conducted under contract for the Assistant Secretary for Planning and Evaluation (ASPE), Department of Health and Human Services (HHS), http://aspe.hhs.gov/hsp/06/CW-involve-dads/, the study yielded the following results:

- Caseworkers believed that non-resident fathers needed help with their parenting skills (82 percent) and wanted to be part of the decision-making process with regard to their children (53 percent). Caseworkers also believed that involving non-resident fathers enhances a child's well-being (72 percent), but that it makes a case more complicated (44 percent).

- In 88 percent of cases reviewed, workers reported having identified the child's father (at some point prior to the interview), but in only 55 percent of cases reviewed did workers report that they or another worker had contact with the father at least once during the case.

- The non-resident fathers in this study had the following demographic characteristics: average age was 36, and race/ethnicity was 54 percent white, 23 percent African American, 21 percent Hispanic origin. Much about these fathers was unknown: race (17 percent); citizenship (20 percent); marital status (30 percent); level of education (70 percent).

- Barriers to non-resident father involvement include being unreachable by phone (60 percent), living out of state (31 percent), incarceration (31 percent), problems with transportation (22 percent), homeless/unstable address (11 percent), living out of country (5 percent), and a language barrier (3 percent).

- Of those non-resident fathers who were contacted by a child welfare worker, 96 percent were informed about their child's case plan and told of their child's out-of-home placement, 56 percent visited their child at least once while he/she was in foster care, 50 percent expressed interest in having their child live with them, 45 percent were considered for placement purposes, and 30 percent provided some type of financial support.

- Father problems included alcohol/drug abuse (59 percent), criminal justice involvement (53 percent), and four or more problems (42 percent). In 59 percent of cases, the agency offered services, but fathers complied with offered services in only 23 percent of cases. Fathers' problems were similar to mothers' problems but fathers were less likely than mothers to be offered services and to comply with services.

- Caseworkers who reported receiving training on working with fathers were more likely to report having identified fathers, shared the case plan with the father, considered placing the child with his/her father, reported that the father had expressed an interest in the child living with him, and reported that the agency sought financial assistance.

In another study, child welfare worker focus groups identified these common themes: fathers are peripheral to the child welfare system, the system treats fathers more severely than mothers, fathers mistrust and avoid the child welfare system, mothers obstruct fathers' involvement in child welfare interventions, and many fathers have little or no commitment to their children. (*Fathers in Child Welfare: Caseworkers' Perspectives,* John M O'Donnell, Waldo E Johnson Jr, Lisa Easley D'Aunno, Helen L Thornton. *Child Welfare* May/June 2005).

There are many additional reasons for the lack of non-resident father involvement, including failure to establish paternity, domestic violence, and health issues. Living outside the child's home in itself creates challenges in maintaining regular, direct contact with the child. Low-income, non-resident fathers face additional challenges in raising their children. Although most of these fathers want to raise their children, shame about not being gainfully employed, doubt about fathering skills, and difficulty making child support payments cause them to separate from their children. Many of these fathers feel their children would be better off without them. Child welfare administrators differ on whether non-resident fathers are "clients," and there are differing policies on comprehensively assessing fathers for placement purposes. Child welfare workers, who must make decisions about how best to use limited resources and prioritize high caseload demands, most often choose to focus on working with the mother. Moreover, the majority of child welfare workers simply believe that non-resident fathers do not want to be involved with their children. Thus, even when the father's identity and his location are known, many child welfare workers will not contact him. This could be seen as a cultural competency issue, and some believe that fathers might be living down to the system's expectations of them.

Technical aspects of involving non-resident fathers require child welfare workers to possess special skills. Developing these skills requires training, and using them requires an investment of time and resources. These technical skills include establishing paternity, locating and engaging non-resident fathers, conducting comprehensive family assessments and involving non-resident fathers and paternal family members in the service plan, and addressing child support issues in a manner that minimizes alienation of non-resident fathers. In addition, identifying and engaging non-resident fathers, and establishing paternity as early as possible, allows termination of their parental rights to occur swiftly in situations where that is in the best interest of the children.

Quality Improvement Center on Non-Resident Fathers

The Children's Bureau's mission of child safety, permanency of placement, and well-being of children and families requires that it test new and promising approaches to supporting children and families. Thus, the Children's Bureau wants to answer questions about improving child welfare outcomes by involving non-resident fathers.

In order to do this, the Children's Bureau will establish a National Quality Improvement Center (QIC) on Non-Resident Fathers, through which the Children's Bureau will develop and disseminate knowledge about what works in these cases. The QIC will explore a broad range of questions and issues about how and when to involve non-resident fathers, what kind of collaborations make their involvement effective, and how their involvement can result in better outcomes for children and families involved with the child welfare system.

During the first year planning phase of this project, the grantee will work collaboratively with the Children's Bureau to decide how to address these questions. For example, with help from the Children's Bureau the grantee will decide whether to take a broad look at a comprehensive set of questions or a more focused approach; which questions the project will answer during the literature review phase of the QIC project and which questions it will answer through implementation and evaluation of projects through sub-grants; and whether to focus its sub-grants on a single region. In their applications then, applicants must describe the process they propose to engage in during the planning year to refine and define the focus of the remainder of the project.

Questions of Interest to the Children's Bureau

The following list is not intended to be inclusive, and applicants are encouraged to propose additional questions and justify their relevance. However, questions of interest to the Children's Bureau include, but are not limited to, the following:

General

What is currently known and what knowledge gaps exist regarding challenges, successful strategies, and promising practices related to improving child welfare outcomes by involving non-resident fathers?

Target Population

Are there some instances in which some non-resident fathers should not be involved?

Should every effort be made in every case to involve the non-resident father, or should limited resources be invested in involving specific sub-groups of non-resident fathers, e.g., young first time fathers; incarcerated fathers; or low risk "in-home" cases?

Benefits of Involving Non-Resident Fathers

What is now known about the benefits of non-resident father involvement in child welfare services? Does increased non-resident father and paternal family involvement improve child welfare outcomes?

Safety

What specific safety policies, procedures, supervision, support, and training must exist within child welfare agencies before they undertake efforts to involve non-resident fathers?

How are concerns about domestic violence addressed? Should child welfare agencies partner with organizations that have staff members who know how to work with domestic violence situations?

Can safety issues be addressed by employing a differential response approach that focuses on involving non-resident fathers only in those cases involving lower risk families receiving in-home services?

Child Welfare Agency Implementation Issues and Strategies

How does a child welfare worker decide whether, when, and how to involve non-resident fathers? Can this be added to their "decision tree"? What are the best points of intervention?

How are implementation issues and strategies for the involvement of non-resident fathers in the child welfare system similar to/different from involvement of fathers in general? If there are similarities, what can be learned from these other father involvement initiatives that can be applied to non-resident father involvement in the child welfare system?

To what extent does training on values, beliefs, and skills help workers change attitudes, gain competence, and lead to more frequent and effective action related to father involvement?

Is the level of education of child welfare workers related to the education level of the non-resident fathers with whom they are working, and does this have an impact on involvement/engagement of these fathers?

Would having male caseworkers assist with cases involving non-resident fathers lead to better outcomes?

How do child welfare workers constructively address the fact that mothers are often "gatekeepers" regarding non-resident father involvement and that these mothers often have very negative views of these fathers?

How do child welfare agencies develop and implement effective non-resident father involvement policies, procedures, training, practices, and supervision?

Can child welfare agencies improve child welfare outcomes by participating in efforts to educate the public about fathers' financial and emotional responsibilities, mobilizing communities on father-involvement issues, and preparing men for fatherhood responsibilities?

Is it better for the child welfare agency to focus on specific activities designed solely to increase involvement of non-resident fathers; or is it better to involve non-resident fathers by doing comprehensive family assessments and family group conferencing, promoting values and beliefs that involving the entire family benefits the children and that people can change, and focusing on the entire family's strengths with the expectation that non-resident fathers would be involved along with everyone else in the child's extended family?

Are there practices and strategies in the general population for the involvement of fathers with their children that could inform the involvement of non-resident fathers in the child welfare system?

What Effective Models of Non-Resident Father Involvement Already Exist?

Which of the following services can agencies provide, to which ones can they refer non-resident fathers, and which ones are most likely to improve child welfare outcomes: paternity establishment, parent education, employment services, assistance with child support issues, improving access to children, relationship skills training, substance abuse treatment, peer support groups, responsible fatherhood, legal services, housing, and transportation assistance?

Is it possible to raise child support payments without further alienating non-resident fathers?

When does it work best to integrate fathers into general family services, and when does it work best for non-resident fathers to have their own specific services?

How do agencies meet non-resident fathers' needs by developing effective partnerships with job training, placement, and retention services; reliable legal services; screening and assistance with disabilities, health issues, and substance abuse; and transportation?

How can the QIC focus on young, first time non-resident fathers of children in the child welfare system, and how can this work inform family support and prevention efforts with the general population? For example, how does the presence of a baby and responsibility for a family change or affect the behaviors of young fathers? What is the nature of support needed by young men making the transition to parenthood? Do better outcomes result when young fathers receive support prior to accumulating child support debt or experiencing strains in the relationship with the mother?

How are the behaviors of young fathers influenced by intergenerational beliefs and practices within families of origin? What strengths characterize these families? How does one engage these families to increase non-resident father and paternal family involvement?

Child Support Issues

How do child welfare agencies facilitate access to child support father location resources, and how do child welfare agencies develop and implement child support referral protocols that benefit children while minimizing the alienation of their non-resident fathers?

Collaboration

How do agencies collaborate with father-serving organizations? When child welfare systems need to add programs and/or referral sources for non-resident fathers, can they accomplish this by collaborating/partnering with father-serving organizations?

What can be learned from the collaboration among child support, Head Start, and child care?

How do agencies work effectively with community- and faith-based organizations to involve and serve non-resident fathers?

How do agencies collaborate most effectively with domestic violence agencies?

QIC Roles and Responsibilities

Because the goal of the Children's Bureau is to improve outcomes for children in the child welfare system, the QIC's approach to involving non-resident fathers will be child-centric, rather than father-centric. The involvement of non-resident fathers is simply the means by which we hope to improve safety, permanency, and well-being outcomes for their children.

The Children's Bureau recently published *Comprehensive Family Assessment Guidelines*. The QIC will ensure that implementation of the *Comprehensive Family Assessment Guidelines* is a central feature of whatever model(s) sub-grantees use to increase non-resident father involvement. This includes ensuring that sub-grantees do a comprehensive family assessment wherever the child is; gather information on all family members, including non-resident fathers wherever they live; and make non-resident fathers and paternal family members a part of the service plan.

Collaboration between child welfare and community partners is also a key component of the *Guidelines*. The *Guidelines* explore the nature of comprehensive family assessment and its relationship to other agency operations. The *Guidelines* are not intended to serve as a tool or instrument that States must use in conducting needs assessments. Rather, they are intended to serve as a guide to the nature and function of comprehensive family assessments. The *Guidelines* are available at http://www.acf.hhs.gov/programs/cb/pubs/family_assessment/fa3.htm.

When agencies involve non-resident fathers in child welfare, these agencies must consider Federal law and regulations, including, among others :

Title IV-E of the Social Security Act. Section. 475. [42 U.S.C. 675] (1) defines the term "case plan" and states, in part, "A plan for assuring that the child receives safe and proper care and that services are provided to the parents, child, and foster parents in order to improve the conditions in the parents' home...."

The QIC will perform the following functions:

(a) Develop knowledge about improving outcomes for children and families in the child welfare system through involvement of non-resident fathers;

(b) Promote collaborative problem solving among sub-grantees;

(c) Develop and implement non-resident father involvement research and demonstration projects to promote innovation, evidence-based practice improvements, and advancement of knowledge about improving child welfare outcomes by involving non-resident fathers;

(d) Establish an information-sharing network to disseminate information on promising practices;

(e) Evaluate the impact of non-resident father involvement on outcomes for children and families receiving child welfare services: "Is there a difference in child and family outcomes based on non-resident father involvement?"; and

(f) Identify barriers, recommend/implement changes in policies/procedures/practice.

It must be emphasized that the QIC will not assume the training, technical assistance (T/TA), and information dissemination functions and responsibilities currently performed by the Children's Bureau National Resource Centers, Clearinghouses, and other T/TA Network partners.

One distinctive function of the QIC that separates it from other support resources provided by the Children's Bureau is that the QIC will build knowledge in the area of non-resident father involvement by announcing and disbursing sub-grant funding to conduct research and demonstration projects. The QIC will also monitor and evaluate these research or demonstration projects and provide technical assistance and support to these sub-grantees.

Research and demonstration projects sponsored by the QIC under this initiative must:

(a) Develop and implement an evidence-based, non-resident father involvement model or innovative improvement through non-resident father involvement, with specific components or strategies that are based on theory, research, or evaluation data;

(b) Conduct an evaluation and cost analysis to determine the effectiveness and cost-effectiveness of the model and its components or strategies using multiple measures of results; and

(c) Produce detailed procedures and materials, based on the evaluation, that will contribute to and promote evidence-based strategies, practices, and programs that may be used to guide replication or testing in other settings.

Specific Tasks to be Performed by the Quality Improvement Center during the Planning and Implementation Phases

Applicants must submit a design that clearly and concisely describes a strategy for a 12-month planning phase (Phase I) for the development of the QIC to be followed by a 48-month implementation phase (Phase II). In Phase II, the QIC will announce, award, monitor, and evaluate 48-month research and demonstration project sub-grants. The QIC will also provide technical assistance (using its own resources or through sub-contracts with other technical assistance providers) to sub-grantees funded under this initiative.

Applicants are required to fund several research and demonstration sites to implement comprehensive models of non-resident father involvement. The models should address culture change, attitude change, technical skills, comprehensive family assessment that includes fathers, use of fathers and paternal relatives as additional resources for children, and evaluation.

The QIC must cooperate fully with any evaluation requested by the Children's Bureau. The QIC will also be responsible for a cross-site evaluation of the research and demonstration projects it sponsors.

Travel for Conferences and Presentations

Within two months after the award of the 12-month planning phase of the cooperative agreement, the project director of the QIC must attend a one-day work planning meeting in Washington, D.C. with the

Federal Project Officer and other staff of the Children's Bureau for the purpose of discussing details of the project work plan and cooperative agreement.

Additionally, 10 months after the award of the 12-month planning cooperative agreements, the QIC awardee must make an oral presentation to the Children's Bureau staff in Washington, D.C., describing and defending its plan for the Phase II - Version A implementation (described below). Applicants are advised to propose sending three project staff members to make the presentation: the project director, the evaluator, and one other key partner.

The budget for the 12-month planning grant should include funding for these two meetings, as well as funding for two key staff persons to attend the Children's Bureau annual grantees' meeting, usually held in the spring. In each of the four implementation years, the QIC awardee must send only the project director and the evaluator to the annual grantee meeting.

Plan for Phase I (Planning)

Applicants must present a Phase I plan that addresses the components described in the Background section of this announcement including: (1) an analysis of the current state of non-resident father involvement in child welfare and the issues and opportunities non-resident father involvement presents for improving child welfare practice; (2) a feasible and appropriate method for conducting a comprehensive needs assessment; (3) a systematic approach focusing the topic and refining the implementation plan; (4) a strategy for developing a comprehensive review of the literature and best practices; (5) an approach and method for the timely development of the Phase II implementation plan; and (6) a preliminary design for the Phase II - Version A implementation plan that presents a clear and comprehensive vision of how the proposed QIC would operate.

Although applicants will have considerable flexibility in developing a strategy tailored to the needs and resources they identify in their Year One comprehensive needs assessment, applications for the first year of funding must explain how during Phase I the applicant will:

(a) Conduct a comprehensive needs assessment that describes and evaluates the effectiveness of current child welfare non-resident father involvement efforts and identifies service gaps, knowledge gaps, and other issues (e.g., legal, cultural, administrative) related to the effective involvement of non-resident fathers in child welfare services. This assessment should include, but not be limited to, the collection and analysis of data on the following factors, as appropriate:

- Demographic characteristics of non-resident fathers with children and families receiving child welfare services and the disposition of these cases (e.g., investigated, referred to social services, or referred to court);

- Availability of agencies and community-based organizations that can provide services (including drug/alcohol and mental health treatment facilities and programs) for non-resident fathers with families involved in the child welfare system;

- Legal, administrative, court, social service, financial, and other issues related to the effective involvement of non-resident fathers in child welfare services;

- Strengths and weaknesses of current practices pertaining to non-resident father engagement, assessment, case planning and service delivery, monitoring and evaluation, case closure and outcomes for children;

- Agencies on the national, regional, State, and local level that are involving non-resident fathers in child welfare service activities;

- Availability of non-resident father involvement resources on the national, regional, State, and local level; and

- Gaps in non-resident father involvement knowledge and resources on the national, regional, State, and local level.

In developing a strategy for conducting the needs assessment, the Children's Bureau advises applicants to address Office of Management and Budget (OMB) requirements regarding data gathering. Applicants should propose specific methods (e.g., written surveys, questionnaires, conference calls, focus groups, and unstructured telephone or in-person interviews) and realistic timelines for OMB approval.

(b) Conduct a literature review that provides a comprehensive analysis of the research and promising practices nationally and regionally on involvement of non-resident fathers in child welfare services, including cultural, financial, legal, bureaucratic, and other barriers to the effective involvement of non-resident fathers in child welfare services.

(c) Fine tune the work plan and evaluation plan. In the implementation phase (Phase II), the QIC will focus on four years of research/demonstration projects. Therefore, the work plan has to be of sufficient scope and magnitude to merit intensive investigation. The activities identified in the work plan and the findings from the research and demonstration projects sponsored by the QIC should have a high probability of significantly advancing theory, policy, and evidence-based practice in the field. Additionally, and as explained below, the research and demonstration projects implemented in Phase II should evaluate multiple approaches and/or multi-site interventions on the selected focus topic. Thus, the number of subjects (e.g., children, families, social service providers, case workers, supervisors) must be large enough to sustain a rigorous, methodologically sound implementation and evaluation plan.

Where impact evaluations of sponsored demonstrations are included in the project plan, such evaluations must employ an experimental design based on the random assignment of individuals or cases to either a treatment group or a control group. Impact evaluations will compare the experimental and control groups for statistically significant differences on selected outcome measures. The impact evaluation samples must be of sufficient size depending in part on the type of program intervention to be evaluated, as well as the level of services to which the non-treatment control group will be exposed. Final impact evaluation plans must include a power analysis illustrating minimum detectable impacts estimated to support the proposed research sample size.

Because the QIC initiative is funded through a cooperative agreement, the Children's Bureau must give final approval of the work plan and evaluation plan.

Plan for Phase II - Version A: Implementation

In Phase I, the QIC must develop and submit a Phase II - Version A implementation plan for announcing and awarding research and demonstration sub-grants and monitoring and evaluating these projects. This plan must build on knowledge gained from a review of the literature and promising practices in the field, the results from the comprehensive needs assessment, and input from other sources.

Applicants must submit a preliminary design for Phase II - Version A in this application that presents a clear and comprehensive vision of how the proposed QIC would operate. Applicants must describe the approach and processes that it will use to develop the implementation plan and address anticipated logistical and administrative issues. The Phase II - Version A plan is due nine months after the award of the cooperative agreement and must include, among other things, the following components:

1. A comprehensive review of the literature developed during the planning phase (Phase I).

2. A conceptual framework or logic model describing the linkages between and among (a) attributes of the populations, problems, conditions, and systems that are the target of the interventions; (b) strategies; (c) resources; (d) traditional and innovative services/strategies to be provided; and (e) short- and long-term outcomes.

3. An administrative structure for announcing the availability of funding and reviewing and awarding sub-grants, including program description, eligibility, funding levels, application evaluation criteria, and selection process. Eligible applicants for sub-grants will be those agencies that have authority over the relevant child welfare functions.

4. Technical assistance to prospective sub-grantees to assist them in designing initiatives that meet the standards for research and demonstration projects funded under this initiative. The design of these projects must be evidence-based with specific components or strategies that are based on theory, research, or evaluation data. They must also pertain to issues of national scope and incorporate logic models and an evaluation framework. At a minimum, technical assistance provided by the QIC to prospective sub-grantees should consist of instructions and materials providing information on grant application requirements, suitable grant topics, the role of partnerships and collaborations, program and research designs, data sources and data collection strategies, and evaluation designs and analytic techniques. QIC applicants may propose other ways of providing technical assistance. For example, QIC applicants may propose conducting a one-day workshop open to all prospective grantees in the designated geographical region. The workshop should provide information and answer questions of attendees.

5. Technical assistance to sub-grantees awarded funding by the QIC. The QIC will be required to not only monitor the operations of the sub-grantee projects, but also to provide ongoing support,

guidance, and technical assistance to sub-grantees to assist them in project implementation, data collection, and evaluation.

6. Administrative and management structure for ensuring that sub-projects are implemented within 90-days of the award of their funding by the QIC and monitoring sub-grants funded under this initiative, including appropriate plans for fiscal accountability from the sub-grantees.

7. Mechanisms for forming and maintaining a consortium and information-sharing network consisting of partnerships with and among sites awarded grants sponsored by the QIC. The Children's Bureau anticipates that the members of the consortium will meet regularly to exchange information and engage in collaborative problem-solving efforts.

8. Methodology for evaluating sub-grantee research and demonstration projects, including ensuring that sub-grantees and participating agencies and organizations collect appropriate qualitative and quantitative process and outcome data.

9. Strategy for information dissemination, including fostering and strengthening communication and coordination activities with National Resource Centers and Clearinghouses including, but not limited to, the National Data Archive on Child Abuse and Neglect and the National Clearinghouse on Child Abuse and Neglect Information.

10. Links with appropriate agencies, organizations, and resources on the local, State, or Federal levels that address issues pertaining to effective father involvement, the prevention and treatment of child abuse and neglect and the functions and operations of child welfare services.

Plan for Phase II - Version B: Implementation

Ten months after the award of the cooperative agreement, the grantee will make an oral presentation to the Children's Bureau staff in Washington, D.C., describing and defending its Phase II-Version A implementation plan.

One month after this presentation, the QIC must submit a revised implementation work plan (Plan for Phase II - Version B) incorporating the recommendations of the Children's Bureau staff. The Children's Bureau must review and approve this plan before continuing to fund the project.

Assurances

The acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:

1) Have the project fully functioning within 90 days following the notification of the grant award.
2) Participate if the Children's Bureau chooses to do a national evaluation or a technical assistance contract that relates to this funding announcement.
3) Submit all performance indicator data, program, and financial reports in a timely manner, in the recommended formats (to be provided) and submit the final report on disk or electronically using a standard word-processing program.
4) Submit a copy of the final report, the evaluation report, and any program products to the National Clearinghouse on Child Abuse and Neglect Information within 90 days of the project end date. This is in addition to the standard requirement that the final program and evaluation report must also be submitted to the Grants Management Specialist and the Federal Project Officer.
5) Allocate sufficient funds in the budget to:

a. Provide for the project director, the evaluator, and other key partners to attend the Phase I meetings described in this funding announcement (first year only) in Washington, D.C.;
b. Provide for the project director, the evaluator, and other key partners to attend an annual three-day grantees' meeting in Washington, D.C.; and
c. Provide for 10-15 percent of the proposed budget to project evaluation.

Priority Area

National Quality Improvement Center on Non-Resident Fathers

Description

Executive Summary:

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II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to it for carrying out the project. The involvement and collaboration includes: Children's Bureau review and approval of planning stages of the activities before implementation phases may begin; Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of grant or sub-grant activities, if applicable; and Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (e.g., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). It also includes close monitoring by the Children's Bureau of the requirements stated in this announcement that limit the grantee's discretion with respect to the scope of services offered, organizational structure and management processes, coupled with close Children's Bureau monitoring during performance, which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.

Anticipated Total Priority Area Funding:	$1,000,000
Anticipated Number of Awards:	0 to 1
Ceiling on Amount of Individual Awards:	$1,000,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	$1,000,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Special district governments
- Public and State-controlled institutions of higher education
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Partnerships are encouraged between organizations with experience and expertise in child welfare, fatherhood, employment, child support, and domestic violence issues, but applications must identify a primary applicant responsible for administering the grant.

2. Cost Sharing or Matching: Yes

In year one the required match is ten percent based on the entire Federal share of up to $1,000,000. In years two to five the required match is ten percent based on the $350,000 of the Federal share, which the QIC uses to operate the project. In years two to five the QIC will not be required to match the $650,000 that is awarded by the QIC to its sub-grantees.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132

2. Content and Form of Application Submission:

Each application must contain the following items in the order listed:

Application for Federal Assistance. (Standard Form (SF) 424). Follow the instructions below and those that accompany the form.

- In Item 5 of SF-424, put the D-U-N-S number in "Organizational D-U-N-S:" box.
- In Item 5 of SF-424, include the name, phone number, and, if available, email and fax numbers of the contact person.
- In Item 8 of SF-424, check "New."
- In Item 10 of SF-424, clearly identify the *Catalog of Federal Domestic Assistance* (CFDA) program title and number for the program for which funds are being requested as stated in this funding opportunity announcement.
- In Item 11 of SF-424, identify the single funding opportunity that the application addresses.
- In Item 12 of SF-424, identify the specific geographic area to be served.
- In Item 14 of SF-424, identify Congressional districts of both the applicant and project.

Budget Information. Non-Construction Programs (SF-424A) and Budget Justification. Follow the instructions provided here and those in *Section V, Application Review Information*. Note that Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants.

Certifications/Assurances. Applicants requesting financial assistance for non-construction projects must file the SF-424B, "Assurances: Non-Construction Programs." Applicants must sign and return the SF-424B with their applications. Applicants must provide a certification regarding lobbying when applying for an award in excess of $100,000. Applicants must sign and return the certification with their applications.

Lobbying Activities. Applicants must disclose lobbying activities on the SF-LLL when applying for an award in excess of $100,000. See the information under the heading "Forms and Certifications" below for further information.

Applicants must make the appropriate certification regarding environmental tobacco smoke. By signing and submitting the application, the applicant is providing the certification and **need not** mail back the certification with the applications.

SPOC Certification. If applicable, applicants must include a completed Single Point of Contact (SPOC) certification with the date of the SPOC contact entered in line 16, page 1 of SF-424.

Project Abstract/Summary. (One page maximum, double spaced.) Clearly mark this page with the applicant name as shown on item 5 of SF-424, identify the competitive grant funding opportunity and the title of the proposed project as shown in item 11 and the service area as shown in item 12 of SF-424. The summary description should not exceed 300 words.

Care should be taken to produce an abstract/summary that accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results or benefits expected.

Project Description for Evaluation. Applicants should organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Approach; 3) Organizational Profiles; and 4) Budget and Budget Justification.

Match. Provide a letter of commitment verifying the actual amount of the non-Federal share of project costs (see *Section III.2*).

Proof of Non-Profit Status, if applicable (see *Section III.3).*

Indirect Cost-Rate Agreement. If claiming indirect costs, provide documentation that the applicant currently has an indirect cost-rate approved by HHS or another cognizant Federal agency.

Letters of Commitment and Memoranda of Understanding. If applicable, include a letter of commitment or Memorandum of Understanding from each partner and/or sub-contractor describing their role, detailing specific tasks to be performed, and expressing commitment to participate if the proposed project is funded.

Page Limit. The application limit is 90 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed.

General Content and Form Information To be considered for funding, each application must be submitted with the Standard Federal Forms (provided at the end of this announcement or through the electronic links provided) and following the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

The application must be typed, double spaced, printed on only one side, with at least 1/2-inch margins on each side and one inch at the top and bottom, using standard 12-Point fonts (such as Times New Roman or Courier). All pages must be numbered. Pages will be removed and not reviewed if spacing, margins, and font instructions are not followed.

All copies of the application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and the Children's Bureau's interest in each topic. A "responsive application" would address all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

The Children's Bureau's web site (http://www.acf.hhs.gov/programs/cb) provides a wide range of information and links to other relevant web sites. Before beginning to prepare an application, ACF suggests that the applicant learn more about the mission and programs of the Children's Bureau by exploring the web site.

Organizing the Application. The specific evaluation criteria in *Section V* of this funding announcement will be used to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: 1) Objectives and

Need for Assistance; 2) Approach; 3) Organizational Profiles; and 4) Budget and Budget Justification and should use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

Logic Model. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. Information on the development of logic models is available on the Internet at

http://www.uwex.edu/ces/pdande/ or

http://www.extension.iastate.edu/cyfar/capbuilding/outcome/outcome_logicmdir.html.

Project Evaluation Plan. Project evaluations are very important. If an applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, the Children's Bureau advises contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. A skilled evaluator can help the applicant develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguide/pmguide_toc.html.

Use of Human Subjects. Evaluation plans that include obtaining identifiable private information about clients may involve non-exempt human subjects research and require compliance with the HHS Protection of Human Subjects regulations (45 CFR Part 46). Applicants proposing such research are asked to describe: (a) the procedures for protecting the privacy of clients and insuring the confidentiality of data collected about clients; and (b) the process for obtaining Institutional Review Board (IRB) review of the proposed evaluation plans. While IRB approval is not required at the time of award, applicants proposing non-exempt human subjects research will be required, as a condition of award, to hold a Federalwide Assurance (FWA) approved by the Office for Human Research Protections (OHRP) and to provide certification to ACF that an IRB designated under the FWA has reviewed and approved the research prior to enrolling any subjects in the proposed evaluation. Certifications of IRB approval may be submitted to ACF using the form at http://www.hhs.gov/ohrp/humansubjects/assurance/OF310.rtf.

General information about the HHS Protection of Human Subjects regulations can be obtained on the web at http://www.hhs.gov/ohrp. You may also contact OHRP by e-mail (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.

- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.

- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Your application must comply with any page limitation requirements described in this program announcement.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates ***AND*** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/26/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Non-Federal Commitment Letters			
Proof of non-profit status (if applicable).	See Section III.3	Found in Section III.3	With application.

Indirect cost rate agreement (if applicable)	See Section IV	Found in Section IV	With application.
Letters of commitment from partner organizations (if applicable)	See Section IV	Found in Section IV	With application.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.
The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other

documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL
Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS
Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL
Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and

installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 50 points

In reviewing the approach, the following factors will be considered: **(50 points)**

1. The extent to which there is a sound timeline for effectively implementing the proposed project, including major milestones and target dates and the proposed project would complete all the activities described in this funding announcement within the five-year project time frame.

2. The extent to which the overall design and strategies the proposed QIC will use demonstrate an understanding of issues in the child welfare system, the characteristics and needs of clients, and services currently available to children and families brought to the attention of the child welfare system. The extent to which the design and strategies demonstrate an understanding of the existing knowledge base on the positive effects of fathers'

involvement with children, as well as issues in the child welfare system related to family involvement and specifically the involvement of non-resident fathers.

3. The extent to which the plan for conducting the needs assessment is: (a) appropriate and feasible; (b) likely to result in the development of a comprehensive description and assessment of current practices in involving non-resident fathers in child welfare cases; and (c) likely to identify knowledge gaps and barriers to the involvement of non-resident fathers.

4. The extent to which the strategy for refining the focus for the QIC during the planning year will involve input from a wide range of stakeholders, including key national, regional, State, and local agencies and organizations.

5. The extent to which the Phase I plan presents a feasible and appropriate method for conducting a comprehensive review of the literature that includes the identification of best practices and promising approaches in involving non-resident fathers in child welfare services.

6. The extent to which the applicant's preliminary design for Phase II - Version A:
    a. Demonstrates that the implementation plan would be developed in a manner that is likely to result in the timely production of a plan that is feasible and appropriate and includes input from a wide range of relevant sources.

    b. Presents a viable conceptual framework or logic model describing the linkages between and among: (1) attributes of the populations, problems, conditions, and systems that are the target of the interventions; (2) resources; (3) traditional and innovative services to be provided; and (4) short- and long-term outcomes.

    c. Presents an appropriate and feasible approach for creating an administrative structure for announcing the availability of funding and reviewing and awarding sub-grants, including program description, agency eligibility, funding levels, application evaluation criteria, and selection process.

    d. Presents an appropriate and feasible plan for providing technical assistance to prospective sub-grantees to assist them in designing initiatives that meet the standards for research and demonstration projects funded under this initiative.

e. Presents an appropriate and feasible plan for providing support, guidance, and technical assistance to sub-grantees to assist them in project implementation, data collection and evaluation.

f. Presents an appropriate and feasible plan, including appropriate plans for sub-grantee fiscal accountability, for constructing an administrative and management structure that ensures that sub-grantees implement projects within 90 days of their funding award by the QIC and that monitors and manages sub-grants funded under this initiative.

g. Presents a feasible and appropriate approach to the formation of a consortium and information-sharing network consisting of partnerships with and among sites awarded grants sponsored by the QIC.

h. Presents a feasible and appropriate methodology for evaluating and conducting a cost analysis of sub-grantee research and demonstration projects, including ensuring that sub-grantee sites and participating agencies and organizations collect appropriate qualitative and quantitative process and outcome data.

i. Presents feasible and appropriate strategies for information dissemination, including fostering and strengthening communication and coordination activities with the Children's Bureau's National Resource Centers, the National Data Archive on Child Abuse and Neglect, and the National Clearinghouses on Adoption and Child Abuse and Neglect Information.

j. Identifies and addresses the conceptual, management, and logistical issues involved in developing and implementing the QIC-sponsored research and demonstration projects.

k. Presents a clear and comprehensive vision of how the proposed QIC would operate once sub-grants are awarded.

7. The extent to which there will be an effective administrative and organizational interface between the applicant and key partners

and the application includes appropriate letters of commitment from these partner organizations.

8. The extent to which: the project's evaluation plan would address both the entire project and each of its sub-parts; the evaluation would measure achievement of project objectives, customer satisfaction, acquisition of competencies, effectiveness of program services and project strategies, the efficiency of the implementation process, the effect of involving non-resident fathers on outcomes for children and family in the child welfare system, and the impact of the project; the methods of evaluation would provide performance feedback, support periodic assessment of program progress and provide a sound basis for program adjustments; the proposed evaluation plan would be likely to yield useful findings or results about effective strategies and contribute to and promote evaluation research and evidence-based practices that could be used to guide replication or testing in other settings; and applicants that do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project present a sound plan for contracting with a third-party evaluator specializing in social science or evaluation or a university or college to conduct the evaluation.

9. The extent to which: there is a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a methodologically sound and rigorous evaluation; relevant data would be collected; and there is a sound plan for collecting these data, securing informed consent and implementing an IRB review, if applicable.

10. The extent to which: there is a sound plan for developing useful products during the proposed project and a reasonable schedule for developing these products; the intended audience (e.g., researchers, policymakers, and practitioners) for product dissemination is comprehensive and appropriate; and the dissemination plan includes appropriate mechanisms and forums that would effectively convey the information and support successful replication by other interested agencies.

ORGANIZATIONAL PROFILES - 20 points

In reviewing the organizational profiles, the following factors will be considered: **(20 points)**

1. The extent to which: the application evidences sufficient experience and expertise in administration, development, implementation, management, and evaluation of similar projects; the applicant and partner organizations possess experience and expertise in child welfare, fatherhood, employment, child support and domestic violence; and each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned role and function effectively (if the application involves partnering and/or subcontracting with other agencies/organizations).

2. The extent to which the proposed project director and key project staff possess sufficient relevant knowledge, experience and capabilities to implement and manage a project of this size, scope and complexity effectively (e.g., resumes); the applicant and partner organization staff assigned to this project possess experience and expertise in child welfare, fatherhood, employment, child support and domestic violence; and the role, responsibilities and time commitments of each proposed project staff position, including consultants, subcontractors and/or partners, are clearly defined and appropriate to the successful implementation of the proposed project.

3. The extent to which: there is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities for accomplishing project tasks and ensuring quality; the plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors and consultants (if appropriate); and there would be a mutually beneficial relationship between the proposed project and other work planned, anticipated or underway with Federal assistance by the applicant.

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

In reviewing the objectives and need for assistance, the following factors will be considered: **(20 points)**

1. The extent to which: the applicant demonstrates an understanding of the goals and objectives of this National Quality

Improvement Center on Non-Resident Fathers initiative; the application presents a clear vision for developing and implementing the proposed project; the applicant makes a clear statement of the goals (i.e., end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project; these goals and objectives closely relate to objectives of this funding announcement; and the applicant demonstrates how the proposed project would contribute to achieving these goals and objectives.

2. The extent to which the application demonstrates an understanding of the child welfare system and applicable laws and Federal policies regarding the involvement of families and, in particular, non-resident fathers in child welfare services.

3. The extent to which the applicant demonstrates an understanding of the challenges facing the child welfare system and the current status of existing services.

4. The extent to which the application demonstrates a thorough understanding of the need for developing and disseminating knowledge about improving child welfare outcomes by involving non-resident fathers in child welfare services; and the applicant clearly describes and documents the types and extent of barriers to such involvement and the potential benefits to children and families of this involvement.

5. The extent to which the applicant demonstrates a clear and concise vision of the role of the QIC in implementing the proposed project.

6. The extent to which: the application demonstrates a thorough understanding of the challenges of involving non-resident fathers in child welfare services; the application demonstrates a thorough understanding of the challenges that the proposed project will have in developing knowledge about improving child welfare outcomes by involving non-resident fathers in child welfare services; and the applicant provides a sound plan explaining how the project would successfully overcome these challenges.

7. The extent to which the proposed QIC, if successfully implemented, would build the knowledge base about best practices on improving child welfare outcomes by involving non-resident fathers in child welfare services.

8. The extent to which: the application presents a thorough review of the relevant literature that reflects a clear understanding of the research on best practices and promising approaches as it relates to family involvement in the child welfare system, the effect of father involvement on outcomes for children, and involvement of non-resident fathers in child welfare services; the review includes a description of the cultural, financial, legal, bureaucratic and other barriers to the effective involvement of non-resident fathers in child welfare services; the review of the literature sets a sound context and rationale for the project; and the application provides evidence that the proposed project is innovative and, if successfully implemented and evaluated, likely to contribute to the knowledge base on improving child welfare outcomes through the involvement of non-resident fathers in child welfare services.

9. The extent to which the proposed QIC would build an infrastructure of collaborative partnerships and information networks that will promote research and innovative demonstration sub-grants that will contribute to increased knowledge or understanding of the problems, issues, and effective strategies and practices in improving child welfare outcomes by involving non-resident fathers in child welfare services.

10. The extent to which the proposed QIC, if successfully implemented, would be likely to yield findings or results that may be used by other agencies and organizations interested in improving child welfare outcomes by involving non-resident fathers in child welfare services; and the lessons learned through the proposed project would benefit policy, practice and theory development related to effective practices in improving child welfare outcomes by involving non-resident fathers in child welfare services.

11. The extent to which the proposed QIC, if successfully implemented, is likely to develop strategies and sponsor research and demonstration projects that can be replicated by other regions and/or agencies addressing the same or similar problems and, as appropriate, the potential for implementation in a variety of settings.

BUDGET AND BUDGET JUSTIFICATION - 10 points

In reviewing the budget and budget justification, the following factors will be considered: **(10 points)**

1. The extent to which the costs of the proposed project are reasonable and appropriate, in view of the activities to be conducted and expected results and benefits; and the applicant will provide the required match (see *Section III.2*).

2. The extent to which the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

A panel of at least three reviewers (primarily experts from outside the Federal Government) will evaluate each application using the evaluation criteria described in this announcement. The reviewers will determine the strengths and weaknesses of each application, provide comments about the strengths and weaknesses, and give each application a numerical score.

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conducts administrative reviews of the applications and, in light of the results of the competitive review, will recommend applications for funding to the Administration on Children Youth and Families (ACYF) Commissioner. ACYF reserves the option of discussing applications with other funding sources when this is in the best interest of the Federal Government. ACYF may also solicit and consider comments from ACF Regional Office staff in making funding decisions. ACYF may take into consideration the involvement (financial and/or programmatic) of the private sector or national, state or community foundations; a favorable balance between Federal and non-Federal funds for the proposed project; or the potential for high benefit from low Federal investment. ACYF may elect not to fund any applicants having known management, fiscal, reporting, programmatic, or other problems that make it unlikely that they would be able to provide effective services or effectively complete the proposed activity.

Using the results of the peer review and the information from Federal staff, the Commissioner of ACYF makes the final funding decisions. The Commissioner may give special consideration to the geographic distributions of grant awards and to applications proposing services of special interest to the Federal Government. Applications of special interest may include, but are not limited to, applications focusing on underserved or inadequately served clients or service areas and programs addressing diverse ethnic populations.

Since ACF will be using non-Federal reviewers in the process, applicants have the option of omitting from the application copies (not from the original) specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

Available Funds. Applicants should note that grants awarded under this program announcement are subject to the availability of funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Applicants must provide services to all eligible persons, regardless of a potential participant’s race, gender, age, disability or religion. Applicants cannot, on the basis of race, gender, age, disability or religion, treat one person differently from another in determining eligibility, benefits or services provided, or applicable rules. The projects and activities assisted under these awards must be available to non-resident mothers who are able to benefit from the activities on the same basis as non-resident fathers.

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Jan Shafer
Children's Bureau
1250 Maryland Avenue, SW

Portals Office Building, Suite 800
Washington, DC 20024
Phone: 202-205-8172
Email: jshafer@acf.hhs.gov

Grants Management Office Contact:

Peter Thompson, Grants Officer
Administration for Children and Families
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor- East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located on the following web site: http://www.acf.hhs.gov/programs/cb/.

For general questions regarding this announcement please contact:

ACYF Operations Center

c/o The Dixon Group

ATTN: Children's Bureau
118 Q Street, NE
Washington DC 20002-2132
Phone: 866-796-1591

Date: 06/05/2006 Joan E. Ohl
Commissioner
Administration on Children, Youth, and Families